



STATE OF WASHINGTON
OFFICE OF THE SECRETARY OF STATE
DIVISION OF ARCHIVES & RECORDS MANAGEMENT
LOCAL RECORDS COMMITTEE
PER RCW 40.14

**PUBLIC RECORDS RETENTION SCHEDULE &
DESTRUCTION AUTHORIZATION**

1. AGENCY TITLE City of Seattle		2. DEPARTMENT/DIVISION TITLE Dept. of Design, Construction and Land Use: Operations		3. OFFICE/SECTION TITLE 11.02.00		4. DATE SUBMITTED 09/10/2003	
5. ADDRESS (PO Box or Street, City, and Zip Code) City of Seattle City Hall, Floor 3 600 Fourth Ave. Seattle, Wa. 98104-1859				6a. RECORDS MANAGER NAME (TYPE OR PRINT) Jennifer Winkler			
				6b. RECORDS MANAGER TELEPHONE (206) 684-8154		6c. RECORDS MANAGER E-MAIL jennifer.winkler@seattle.gov	

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7. RECORDS MANAGER SIGNATURE (Required)
I hereby certify that I have prepared this schedule in compliance with current federal, state, and local regulations, and I ensure its accuracy.

SIGNATURE *Jennifer Winkler*

8a. ITEM NO.	8b. TITLE/DESCRIPTION	8c. OPR/ OFM	8d. OFFICE OF PRIMARY COPY	8e. VOLUME OF RECORDS (cubic ft.)	8f. CUT-OFF (start of retention period)	8g. RETENTION PERIOD (Total in Years/Months or Days)	8h. DISPOSITION AUTHORITY NO. (DAN)	8i. ARCHIVAL DESIGNATION/REMARKS
1	<u>Construction Drawings, Plans and Specifications - Approved</u> Drawings and plans for construction projects submitted to DCLU for approval. THIS SERIES IS FOR THE MICROFILM COPIES ONLY	OFM			Permit Issuance	Permanent	GS50-11-03	
2.	<u>Construction Drawings, Plans and Specifications - Approved</u> Drawings and plans for construction projects submitted to DCLU for approval. THIS SERIES IS FOR THE HARDCOPY ONLY	OFM			Quality Check Complete	0 Years	GS50-11-03(S)	

AGENCY MANAGER SIGNATURE: *Susan G. Pittman*

AGENCY ARCHIVIST SIGNATURE: *Heidi U.*

FOR RECORDS MANAGEMENT SECTION USE ONLY - DO NOT FILL IN BEYOND THIS POINT

Initials of Records Management Section Analyst: _____

LOCAL RECORDS COMMITTEE ACTION: ☐ Approved as Submitted-DATE: _____ ☐ Approved as Amended-DATE: _____ ☐ Returned Unprocessed-DATE: _____

☒ No approval by Local Records Committee necessary; State Archives review of schedules verifies all series meet requirements of Local Government General Records Retention Schedules. Signature of State Archives representative: *JM Winkler 02/22/04*